

REQUEST FORM FOR:
ARCHIVED RECORDS SEARCH AND EDUCATION VERIFICATION
SIMI INSTITUTE FOR CAREERS & EDUCATION
COSMETOLOGY / ESTHETICIAN / MANICURING
1880 Blackstock Avenue
Simi Valley, CA 93065
(805)579-6200

There is a \$20.00 fee for each archived record search AND a \$5.00 fee for the 1st Proof of Training for a total of \$25 .00 due (\$3.00 for each additional Proof of Training requested at the same time). Simi Institute for Careers & Education does not guarantee that these records can be provided. There are no refunds in the event records are not located.

Please complete information below, and return it with \$25 minimum **(CASH OR MONEY ORDER ONLY)**

Name: _____
Last First MI

Name when enrolled (if different from above) _____
Last First MI

Current Address: _____

City State Zip
Phone Number: _____ Date of Birth: _____

SS# : (optional) _____ (It is helpful if you provide this as SS#'s were used, & will help in cases of students with the same name)

Program attended: _____

Dates of Attendance: From _____ to _____
mo/yr mo/yr

Number of copies needed: _____

If you wish to have records sent to someone other than yourself, please complete information below:

Name of School or Company: _____

and/or Contact Name: _____

Address: _____

City State Zip

ARCHIVED RECORDS WILL BE RESEARCHED ON THE LAST WORKING DAY OF EACH MONTH
(Incomplete requests will be returned. If an additional search is requested, a \$25 fee must be paid)

Signature

Date

FOR OFFICE USE ONLY

Completed by

Date

Records found: yes no